

CHECKLIST FOR CLEANUPS

*Refer to this sheet the day of the cleanup so all required information is recorded.
This information is needed on the Final Report form.*

Questions? Please call Harry Heafer at 441-8035

- " Count the **number of volunteers**. Record how many people participated in the entire project including planning.
- " Write down the total **number of hours volunteered** for each person.
- " Take **photographs before, during, and after the litter cleanup**. Photos of people picking trash up, and showing how much was collected work best. Don't forget to include photos of the recycling sorting/collecting site. Pictures of painting or planting projects are not needed. This grant focuses on litter cleanup. However, beautification projects are encouraged. Photos may be sent in by email as well.

FINAL REPORTS RETURNED WITHOUT PICTURES WILL RESULT IN A REDUCTION IN THE AMOUNT OF GRANT PAYMENT. A DIGITAL CAMERA IS AVAILABLE FOR LOAN.

- " Write down **what was donated or in-kind contributions**. This includes meals, refreshments, equipment time, volunteer's vehicles, gasoline, printing of newsletter or flyers, trash bags, flowers, news articles/notices, etc. Be sure to find out the dollar value of each item, in other words how much would it cost if you went out and bought it or rented it? **Include a copy of any flyer or news article you might have placed or developed.**
- " **What was and how much was recycled?** Try to gather each recyclable together and weigh them. Use the recycler's scale to weigh other items. If this is not possible ask everyone how much they recycled in terms of a 30 gallon garbage can (would it fill four garbage cans or only half?) Items that are hard to weigh such as appliances or tires should be counted.
- " **How big was the area cleaned up?** If cleaning along a street or highway drive the length of it keeping track of how long it is. If cleaning a park or other open space count the number of blocks on each side and figure the size in terms of square block (house) numbers. Or estimate the cleanup area by looking at the map in the middle of the phone book.
- " **Keep track of what you did.** This information is useful for future grant applications and for your group to use in entering environmental and cleanup awards such as the Lincoln-Lancaster County Environmental Awards or Keep Nebraska Beautiful Awards.



Thank you for helping keep Lincoln and Lancaster County healthy and clean.